

September 2023

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908



TABLE OF CONTENTS

Title	Page Number
Assessing Department	3
Building Maintenance	4
Clerk's Department	5
Code Enforcement	7
Economic Development	8
Finance Department	9
Fire Department	10
General Assistance	13
Human Resources	14
Library	15
Planning Department	16
Public Works	18
Harbor Department	19
Tax Office	20
Wastewater Department	21
Watershed	22

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908



ASSESSING DEPARTMENT

Mailing Address Changes – when tax bills go out, many who forgot to send us their mailing change do so. A few question why we didn't know, but most are apologetic for not doing so before bills are sent.

New Street Numbers – we processed several new street numbers this month. We issue each a certificate they can then take to the post office to initiate mail delivery.

630 Stabilization Freezes - of the 630 applications approved, only 4 were incorrectly billed and these have been corrected.

Reimbursement – the Stabilization freeze amounted to a tax relief savings of \$400,000. The state will now reimbursement the city for that amount. Request for the reimbursement has been sent.

Maine Coast Mall – settlement check sent.

BETR applications – Marcia is doing fine work processing Business Equipment Tax Reimbursement (BETR) applications. BETR is for retail businesses.

Land Use Data – we are assisting the Matt and Comprehensive Planning with land use report data. One such report shows we have roughly 5,000 dwelling units.

Lake Abutters – every year we run reports providing a list with mailing addresses of owners having lake frontages so that the lake associations can update their records accordingly.

Fall Conference – I attended the Maine Association of Assessing Officers fall conference in Phippsburg, Maine (down below Bath). Next year the conference will be in Bethel, nestled in the Maine's Lake and Mountain region. Each year the fall conference awards 16.50 credits for recertification.

CEA – assisted Anne with Credit Enhance Agreement numbers.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8674
Fax: 207-667-4908
Email: lgardner@ellsworthmaine.gov
Larry Gardner, Assessor



Building Maintenance

September

- Removed broken slide from Knowlton Park and blocked off entrance with plywood.
- Installed all new paper product dispensers and soap dispensers at the new Police station restrooms.
- Installed new TVs and mounting brackets at the new Police station.
- Installed all the new pin boards at the new Police station.
- Removed old caulking and mortar from the top stairs at the front of city hall and installed new mortar.
- Recycled from the city recycle center just shy of \$1000.00 bottles and cans for the kids Christmas program.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8674
Fax: 207-667-4908
Email: jmclean@ellsworthmaine.gov
Jim McLean, Facilities Manager



CLERK'S DEPARTMENT

In September we continued Election preparation and Nomination Papers. We certified 11 candidates for three offices. We completed our local ballot setup and proofing through ESS. Ballots were delivered at the beginning of October, so we will be issuing those as requested.

Recent hires for both Deputy positions. Welcome to Ebony Kramp-Dowling (Aug. 28) who replaced Tina, and Katlyn Miller (Oct. 2) to replace Marcia.

IT and Clerk's Department continue to work on the Business License transfer to Caselle, our new software coming. In the meantime, due to a pause, the office will be training in Munis to complete another bill cycle through January.

Attended the following meetings:

- Wellness Committee
- Personnel Ordinance review (2)
- Communications Committee
- Management Team
- WEBEX Paychex (7)
- Arbor Commission
- Caselle Implementation (2– Business License, AR)
- City Council
- Software Committee
- Safety Committee
- Meetings with City Manager (2– Halloween downtown safety, cross training staff)

The following were trainings attended:

- Verbal Judo– Ebony
- State Elections Title 21A– Ebony
- MTCCA Networking Annual Business Meeting– Toni

Upcoming for October:

Weddings GALORE! (4 booked)

MMA Convention (Oct. 4-5)

Election ballot testing– October 13th– Auditorium (Anyone is welcome to come watch)

Election training– volunteers (10/24)

Trunk or Treat with the CRIMINAL CLERKS at the YMCA (10/28)

Meetings– Lots

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908
Email: tdyer@ellsworthmaine.gov
Toni Dyer, City Clerk



CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for September 2023.

Inland & Fisheries Licenses	\$1,599.00
Sales Tax	\$154.00
Agent Fees/Excise Tax	\$69.80
Total Paid to IFW	\$1,753.00
City Revenue	\$69.80
Total Revenue Collected	\$1,822.80

Category of Document	State Fee per record
Certified Birth	\$62.00
Additional Copies of Birth	\$4.80
Certified Death	\$24.00
Additional Copies of Death	\$17.60
Certified Marriage	\$30.00
Additional Copies of Marriage	\$4.80
Marriage License	\$40.00
Burial Permit	\$0.00
Total Paid to State	\$183.20
City Revenue	\$1,494.80
Total Revenue Collected	\$1,678.00

SHELLFISH LICENSES	
Recreation Peck only	
Resident	1
Non-resident	
Sr./Jr.	
Total Licenses Issued	1
Revenue Paid to Franklin	20.00
City Revenue	3.00
Total Collected Revenue	23.00

Other Revenues	
Dog Licenses	6
Total Paid to State	\$18.00
City Revenue	\$18.00
Total Dog Revenue	\$36.00
Donations	\$1,691.30
Business Licenses	\$540.00
DBA Recording	\$0.00
Notary/Copies	\$1.00
Rental Fees	\$100.00
Wedding Ceremonies	\$100.00
Total Other Revenue	\$2,432.30

Total State Revenue	\$1,954.20
Total City Revenue	\$4,017.90
Total Paid to Franklin	\$20.00
Total Revenue	\$5,992.10

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908
Email: tdyer@ellsworthmaine.gov
Toni Dyer, City Clerk



CODE ENFORCEMENT

The Code Enforcement Office is responsible for permitting of all construction and land use projects. They perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies, and ordinances. They also facilitate enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	4	\$1,326.47
Res. Accessory permits	10	\$345.92
Commercial Permits	5	\$5,049.90
Internal Plumbing Permits	5	\$460.00
Subsurface Wastewater Permits	3	\$795.00
Res. Electrical Permits	9	\$315.00
Comm. Electrical Permits	6	\$639.65
Sign Permits	10	\$100.00
Business Permits	4	\$40.00
Shoreland Permits	3	0.00
Sewer Connection Permits	0	\$2,000.00
Development Dist. Permits	0	\$0.00
Minor Site Dev. Permits	0	\$0.00
Road Opening Permits	2	\$55.00
Flood Hazard	0	\$0.00
Planning Fees	1	\$100.00
Violations	0	\$0.00
Total	62	\$9,226.92

Inspections	
Electrical	17
Septic	11
Internal Plumbing	4
Certificate of Occupancy	11
Land Use	8
Health	5
Building	22
Junkyard	0
Business License	6
Shoreland	5
Complaints	20
Maine Organics	6
Total	115

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-4910
Fax: 207-667-4908
Email: lroberts@ellsworthmaine.gov
Lori Roberts, Code Enforcement Officer



ECONOMIC DEVELOPMENT

- Received preliminary draft of the City's Business Attraction Plan. Reviewed plan and provided feedback to the consultants. Feedback will be integrated in to the plan in preparation for the full steering committee's review in October.
- Continued to meet with modular housing businesses to understand their product and feasibility of building in Ellsworth.
- Worked on getting content to create a "business testimonial" section on the City's upcoming promotional website, Discover Ellsworth.
- Along with the City Planner, met with representatives from the State of Maine working on re-locating the courthouse.
- Met with the executive director of Frenchman Bay Conservancy to discuss ongoing projects in Ellsworth.
- Met with executive director of the Chamber and a Chamber board member to assist in downtown Autumn Gold planning.
- Attended and participated in the Downeast YMCA's strategic plan meeting.
- Continued to meet with regional stakeholders to discuss a more formalized regional initiative that would help bring a regional approach to resolving issues such as housing, transportation, and workforce.
- Met with staff from Downeast Community Partners to discuss how their programming may align with some of the City's economic development, planning, and general assistance projects and initiatives.
- Attended a Maine Connectivity Authority webinar on understanding the timeline and intricacies of federal broadband funding, known as the BEAD funds, that MCA is applying for on behalf of the State of Maine.
- Met with a transportation engineer and consultant who lives locally to understand the services their company provides and get a perspective on regional transportation issues.
- Working on scheduling a new business education series to be hosted at Union River Center for Innovation in partnership with Small Business Development Center and Ellsworth American.
- Begin working on preparing for Ellsworth holiday events, such as the parade, letters to Santa, and the tree lighting.
- Prepared for and attended meeting with a statewide commercial realtor looking on getting data and information on Ellsworth.
- Attended a Downeast Innovation Network meeting focused on in-migration of residents/entrepreneurs to Maine and how we can better welcome them and provide them with the tools and services they need.
- Met with Government Relations Director from Jackson Laboratory to discuss housing, workforce, transportation, and other related subjects.
- Began working on getting materials and notices ready for the Public Service Community Development Block Grant requirements. The City and partnering public service agency were preliminary awarded funds and must now go through Phase II steps to accept and receive the funds. These materials and a public hearing will be presented and take place at the October City Council meeting.
- With other City staff, prepared for the USDA's visit to Ellsworth. Met with the State's Director of Rural Development and other USDA staff for a tour of Ellsworth, outlining the City's needs, and how they may relate to various USDA programs and funding availability.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6655
Fax: 207-667-4908
Email: jrichards@ellsworthmaine.gov
Janna Richards, Economic Development



FINANCE DEPARTMENT

September

Finance Director:

- Daily Finance Operations & Reporting
- Credit card processing reconciliation & account mapping inquiry with FNB
- GFOA Budget Process webinar
- Organization of all Public Works current project files and funding allocations
- Preparation of application for CWSRF funding
- Met with Woodard & Curran regarding current projects and funding
- Attended Finance Cmte meetings
- Attended NEGFOA annual conference
- Assist Assessor with Stabilization Reimbursement request
- Beginning preparations for Budget FY25
- Paychex transition meetings
- Government Window implementation meeting
- Continue interviews for new deputy treasurer
- Chart of Accounts

Assistant Deputy Treasurer

- Preparation of A/P for Weekly Warrant
- Continue working on preparation of FY23 files in prep for audit
- Review/Update Vendor profiles for amended W-9s and COIs where needed
- Breakdown and organization of weekly warrants for FY23 Audit and subsequent storage
- FY24 Bank reconciliations to cash

Deputy Finance Director:

- Daily accounting operations
- Reconciliation of cash receipting reports to multiple bank accounts
- Reviewed AP and the weekly warrant
- Attended Finance Committee meetings on 09/15 and 09/29
- Government Window implementation meeting
- Interviews for new Assistant Deputy Treasurer
- Worked with accountants on new Chart of Accounts
- Attended Balance Sheet Reconciliations webinar with RHR Smith
- Met with Caselle on Chart of Accounts mapping
- Weekly Payroll bank transfers and payment initiations
- Paychex transition and preparation for general ledger entries to account for Payroll activity

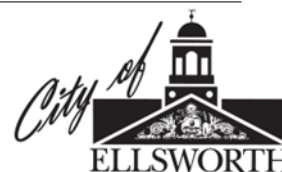
Upcoming for October

Finance Director:

- Continue PW grant filing and file organization
- Paychex integration to GL
- Budget FY 25
- Audit FY 23
- Finance Policy & Internal Controls Policy manual
- PW project meetings

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6602
Fax: 207-667-4908
Email: alaine@ellsworthmaine.gov
Anne Laine, Finance Director



FIRE DEPARTMENT

Meetings:

Weekly meeting with Fire Inspector
District Chiefs meeting
NLMT Quarterly meeting
Quarterly MEMS Region 4 meeting
Hurricane Lee prep meeting

Management Team meeting
Finance Committee
City Council meeting
Spillman User Group meeting
HCTC meeting

Summary of Department Activity:

Calls for Service:

The Ellsworth Fire Department responded 207 calls in the month of Sept.

- 138 EMS calls
 - 69 calls were fire related calls (Fire alarms, public assists, hazmat, etc.)
 - 2023 Year to date 1556 calls for service. (Jan – Sept)
 - Comparison: 2022 year to date calls for service were 1382
 - 174 calls increase over the same period YTD 2022

Training:

- FD has logged over 200 hours of training (departmental, and shift training)
- Chief – International Association Fire Chiefs – Mentoring Course
- Chief- Table Top Exercise – Winter Storm Washington/Hancock County
- Chief- Mental Health First Aid course
- 4 FF's attended Decision Making for Initial Company Operations hosted by Ellsworth
- Deputy Chief attended National Fire Academy for Fire Investigation. His completion will increase the department to two certified Fire Investigation Technicians.

Community Engagement:

- Attended Police Department Open House

Continued on next page...

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8666
Fax: 207-667-4908
Email: sguillerauld@ellsworthmaine.gov
Scott Guillerault, Fire Chief



FIRE DEPARTMENT

Equipment & Projects:

Diesel exhaust source capture system- FD is looking at alternative funding sources, other than ARPA, at the finance committee's request. Looking for Finance input to follow up Finance committees request for alternate funding- Ongoing

All fire apparatus has been sent for preventive maintenance, as an aging fleet and higher call volumes, we are starting to see more repairs needed and higher cost of those repairs. E2 remains out of service for extensive repairs (completion anticipated Oct 23rd)

- FD Bay 2, 3, & 4 electric panel breakers were repaired by the electrician. There is still an ongoing problem in Bay 2. It has been suggested by the electrician it may be originating from the truck not the electrical service. FD is monitoring. Follow up being done by Jim McLean
- New reporting software for fire reporting is no live effective August 22.
- A SAFER grant committee has been established with the six other communities affiliated with the grant. Bids have been requested for two projects, and a job add was reposted with a deadline of until filled.
 - Bids were awarded and contracts signed.
 - Job reposted due applicants lacking mandatory qualifications

Any Additional Comments:

- New Mutual Aid response plans are being drafted with HCFFA coordinators. This will account for staffing and each department's capability when responding to other communities.- Ongoing with updates to Spillman protocols
- New Year's Eve storm caused damage to the Fire Training Building roof. ISO visited the FD to start preparations. FD to possible due repairs internally. Cost proposal being submitted by Capt. Freedman. – Ongoing
- Work is being done with the state of Maine Work Force Development, MCCC, and EMCC to bring grant funded Advance and Paramedic level certification courses to the Ellsworth Area. – ongoing
- Hurricane Lee- FD up staffed with additional personnel and Admin. Call volume increase for trees and wires down, minimal damage reports.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8666
Fax: 207-667-4908
Email: sguillerault@ellsworthmaine.gov
Scott Guillerault, Fire Chief



FIRE DEPARTMENT

Break Down of Calls for Sept 2023

Counts

Week Ending	9/3/23	9/10/23	9/17/23	9/24/23	10/1/23	Total
(11) Structure Fire				2	1	3
(13) Mobile property (vehicle) fire	1	1				2
(31) Medical assist	4	2	6	8	16	36
(32) Emergency medical service (EMS) incident	11	27	18	31	15	102
(41) Combustible/flammable spills & leaks		1		1		2
(44) Electrical wiring/equipment problem					1	1
(46) Accident, potential accident				1		1
(53) Smoke, odor problem			1			1
(55) Public service assistance	2	1	1			4
(56) Unauthorized burning		1				1
(61) Dispatched and canceled en route	2	3		2	2	9
(62) Wrong location, no emergency found		1			1	2
(63) Controlled burning			2			2
(65) Steam, other gas mistaken for smoke			2			2
(71) Malicious, mischievous false alarm				1		1
(73) System or detector malfunction	2	1	2	4	2	11
(74) Unintentional system/detector operation (no fire)	2	1	3	2		8
UNK			18	1		19
Total	24	39	53	53	38	207

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8666
Fax: 207-667-4908
Email: sguillerault@ellsworthmaine.gov
Scott Guillerault, Fire Chief



GENERAL ASSISTANCE

IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6630
Fax: 207-667-4908
Email: thowes@ellsworthmaine.gov
KaTina Vanadestine, GA



HUMAN RESOURCES

- Scheduled and attended interviews for vacant Deputy City Clerk position
- Scheduled and attended interviews for upcoming Code Enforcement Officer vacancy
- Scheduled and attended interviews for Deputy Code Enforcement Officer vacancy
- Scheduled and attended interviews for vacant Wastewater Operator position
- Completed anniversary updates for employees
- Completed onboarding process for new employees
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices
- Attended Management Team Meeting
- Attended Communications Committee Meeting
- Attended OSHA Public Sector Compliance Training
- Attended Safety Committee Meeting
- Attended Paychex implementation meeting
- Processed weekly payroll
- Attended and Organized Personnel Ordinance Committee Meeting
- Attended Mental Health First Aide Certification training
- Generated monthly URCI tenant rent invoices
- Processed first report of injury reports
- Conducted meetings with department heads and employees with HR needs
- Met with Manager Moshier throughout the month to discuss HR matters
- Processed property and casualty claims

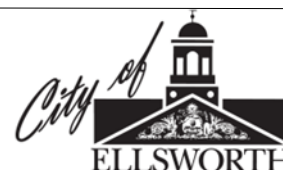
Upcoming in October:

- Department of Labor Wage and Hour Compliance training
- Paychex time and attendance training

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6603
Fax: 207-667-4908

Email: ktaylor@ellsworthmaine.gov



LIBRARY

Programs

- 15 September youth programs: programs, attended by 284 people.
- 19 September adult programs: programs, attended by 204 people.

Notable Meetings/Partnerships

- City meetings: personnel ordinance 9/13 & 9/27, communication committee 9/13, management team 9/14
- 9/5 Over consortium meeting with Friend Memorial & Witherle Memorial
- 9/5 Grand window decorating for Matilda
- 9/6 Friends of the Library – Holiday decorating, annual meeting, event to honor Melanie Zador, held Oct 7
- 9/12 Joanna and I met with Seaport's activity director, Dottie, to schedule a few monthly activities for residents and weeded their library. Renee will be doing a monthly memory café, Jean is doing monthly music, and Joanna is doing a monthly book talk/read aloud.
- 9/13 I gave a presentation on the library to the American Association of University Women
- 9/15 MMA library property inspection (Edmund and I)
- 9/18 Celebration of Life for Melanie planning with Judith, Carole, and Patsy. October 7, 2:30 at the library
- 9/19 met with Ellsworth Community Music Institute's program director to discuss collaboration, they will be doing an instrument petting zoo at the library in October
- 9/20 Maine State Library van task force meeting
- 9/21 met with Heart of Ellsworth for Cider & Cheese/winter event planning
- 9/22 Christmas in Ellsworth planning committee 1st meeting
- 9/26 Hancock County Director's meeting at EPL discussed county wide Overdrive consortium

Projects for September

- Cave Hill 1st grade and Surry K came for field trips/storytime this month
- Autumn Gold carnival planning 9/30 10-2
- Multiple discussions with Witherle and Friend libraries on forming Overdrive consortium
- Edmund and I have been exploring ways to upgrade the front door. Jim at the city says he can install glass panes. I will go to the Historic Commissioners meeting in October for approval but have already spoken to Tom Clark
- Jean began a weekly music storytime this month and Cheryl has started a weekly baby storytime. Both have been very well attended.
- Renee has been scheduling speakers for this fall through the winter. She has a great line up of adult programs, including tai chi and yoga
- Keli prepped for all of the youth programs that begin in October and took off the last 2 weeks of September, I subbed for storytime.
- Jean will be taking over the newsletter for Renee beginning in October
- Colleen, Renee, and I are coming up with a list of website updates that are way overdue. Colleen has been a huge help with tech related issues since she joined the team.
- September was National Library Card Sign-up Month, which is historically the slowest month for new cards. To encourage card registration we partnered with local businesses to offer card holders discounts during September just for showing their EPL card.
- Staff have been working incredibly hard so we will be celebrating with a staff dinner & movie night in October.

September Statistics

Library visits: 5,570

New library cards: 93

Total print material circulation: 5,091

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-6363
Fax: 207-667-4908
Email: slesko@ellsworthmaine.gov
Sarah Lesko, Library Director



PLANNING DEPARTMENT

Departmental Activities

Planning Board & Administration of Unified Development Ordinance (UDO)

- The Planning Board held its regular meeting September 6, 2023.
- Projects included: 1) Preliminary Plan Review of a New or Existing Structure Subdivision entitled 59 Franklin for Applicant Cory Weigand and Owner 59 Franklin, LLC and 2) Continued discussion on proposed amendments to Chapter 56, Articles 4, 8, 11, and 14 to come into compliance with LD 2003.
- Assisted a number of property owners and/or prospective developers with potential projects.

Comprehensive Plan Steering Committee

- Held meetings on September 25, 2023 to provide update on consultant's work on the Inventory and Analysis, the Citywide survey, and the upcoming visioning workshop.

Zoning / UDO

- Furthered work on updates to ordinance pursuant to recently enacted State legislation LD 2003.
- Parks & Recreation – Support to Recreation Commission
- Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>.
 - Regular meeting occurred on September 19, 2023.
 - Special meeting to finish tour of recreational assets occurred on September 26, 2023.

EnviroGrants

- N/A

Other Projects

- Continue to work with Econ. Dev. Dir. on building out framework for housing initiatives.
- Begin working on small updates to Chapter 56 UDO to have drafts ready for next update after LD 2003.

Continued on the next page...

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6615
Fax: 207-667-4908
Email: mwilliams@ellsworthmaine.gov
Matthew Williams, City Planner



PLANNING DEPARTMENT

Meetings/Significant Contacts (continued)

- Had virtual meeting with City staff, community members, and engineers to discuss repairs at Branch Lake Dam- September 5th
- Meet with developer on potential affordable housing project- September 6th
- Regular Planning Board Meeting – September 6th
- Have call with Econ. Dev. Dir. and the State regarding courthouse relocation- September 7th
- Have meeting with community member to review water quality initiatives- September 8th
- Attend internal communications committee meeting- September 13th
- Attend internal committee to discuss personnel ordinance updates- September 13th, September 27th
- Attend meeting with Econ. Dev. Dir., Bar Harbor Planners, HCPC, and planning consultants to discuss regional initiatives- September 14th
- Attend regular Management Team meeting- September 14th
- Have Regular Comp. Plan Status Updates with Consultants- September 14th, September 28th
- Meeting with community member regarding water quality initiatives- September 15th
- Met with Econ. Dev. Dir., local non-profit, and developer about potential housing plans- September 18th
- Met with Econ. Dev. Dir., City Manager, and City Clerk to review cannabis policy procedures should Council add to ballot.-September 18th
- Met with City Manager and City Clerk regarding upcoming Halloween festivities- September 18th
- Attend mental health training- September 19th
- Meet with community members and staff to discuss upcoming Branch Lake Public Forest Work Day and road washout- September 20th
- Attend Pre-TRT meeting- September 20th
- Attend HCPC workshop- September 20th
- Attend TRT meeting- September 21st
- Attend form based code workshop- September 21st
- Met with Code Enforcement Officer to discuss potential subdivision of land- September 22nd
- Had coffee with local non-profit to discuss potential events and use of new space- September 25th
- Attend webinar of Thriving Communities Program grant- September 27th
- Call with Econ. Dev. Dir. and developer on land suitability for projects- September 28th

Administrative/Training

N/A

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6615
Fax: 207-667-4908
Email: mwilliams@ellsworthmaine.gov
Matthew Williams, City Planner



PUBLIC WORKS

Patching

- Crew members are continuing pothole patching.

Grading

- We only needed to spot grade this month.
- We added 1,500 yards of two inch road gravel to Clearwater Way.

Miscellaneous Duties

- The crew continues to clear & clean up blown down trees on City roads.
- The crew removed the barricades and cones at the Parklet replacing them with new delineators provided by the DOT.
- The crew ditched the uphill side of Davis St. and removed a tree.
- The crew is currently ditching and installing new drainage pipes on Clearwater Way.
- The crew paved three cross drainage pipes on the Happytown Road, and three cross drainage pipes on Grant Street Along with paving in numerous driveway culverts, and paved in a trench on Water St.
- The crew worked together with the Water and Wastewater Departments to install a new hydrant and new water line on Water Street
- The crew cut out and repaired an area on Youngs Ave. along with two shoulder sections on Winkumpaugh Rd. approximately 400 long x5 wide feet total .
- Two crew members worked with Lanes paving to grind State St., Water St. and the intersection of Main St. and High St. We utilized the sweeper for this project which provided a cost savings of \$8,250.00.
- The crew has started mowing various road side spots. We are doing this on a as needed task at this time while we balance manpower needed for the various projects we have on going.
- The crew is applying rubber into the cracks of the roads this is a preventive maintenance task. By sealing the road surface the water is not able to infiltrate the road causing further damage. They have completed American Ave. and Maddocks Ave.

Summer Time Duties

- Mowing the following cemeteries weekly: Old Burial Ground Cemetery on State St., Wilson Cemetery on Winkumpaugh Rd., the Happytown Cemetery, Fullerton Cemetery off the Spindle Road and Jordan Cemetery off the Beechland Road.
- Mowing the four athletic fields on Boggy Brook Road and mowing the following parks weekly: Knowlton Park, Harbor Park, Innovation Center, Merrill Park, S.K. Whiting Park, Moore Community Center, Red Bridge swimming area, Green Lake swimming area, City Hall lawn and the Soldiers' Memorial Park on Bridge Hill. We have also mowed the Walking Trail and started weed whacking the fence line.
- Trash pick-up from the following locations bi-weekly: the Walking Trail, Main Street, Harbor Park, Knowlton Park, Demeyer Fields, Green Lake Boat launch and Ellsworth's public forest.

PROJECTS; ongoing and upcoming

- Christian Ridge Road. This project is nearly completed .
- We have decided to postpone Water Street drainage project until next year we have just run out of time this season
- We are rehabilitating Clearwater Way. This is finished we ditched both sides of the road replaced most of the drainage pipes and topped the road with 2 inch road gravel.
- We are looking into repairing the major drain line on Park St. . We have investigated further and found the cross country drain has failed and will need complete replacement.
- The crew helped Seawood contractor to fill the cribs at the Harbor.
- The crew will put up 8000 yards of winter sand next month.
- The crew will assist the Police Department with upgrades to the training facility
- The crew will continue ditching on the Surry Road

Mechanical Repairs

- The new mechanic has been very busy this month assessing our immediate needs and long term needs

1 City Hall Plaza
Ellsworth, ME 04605
Adam Wilson, Highway Foreman

Phone: 207-669-6619
Fax: 207-667-4908
Email: awilson@ellsworthmaine.gov



HARBOR DEPARTMENT

- The Public Works Department continues to pick up the trash bi-weekly and mowing to keep the park area looking great!
- Sold 11993 gallons of gas and 511 gallons of Diesel.
- As of 10-1-23 there was on hand 1890 gallons of Gas and 1530 gallons of Diesel.
- Currently have 48 vessels in the Harbor.
- Autumn Gold event was a huge success the boat rides went great. Thank you Mark Remmick, Everett Beal, Fred Ehrlenbach, and Pat Downey. During this Event the public works also had a display of Highway equipment along with one fire truck. Speaking with PJ from the chamber she shared that 2000 people were at the Harbor event on Saturday.
- The food truck vendor informed the Harbormaster that he had a great year and would love to return next season.
- The Highway crew will be removing docks and closing the Harbor next month.

Type of Fee	Amount Collected
Moorings	\$2550.00
Floats	\$2,599.30
Shore Access Dock	\$4,356.00
Slips	\$12,970.00
Kayaks	\$550.00
Float Moorings	\$50.00
Extended Season	\$140.00
Waiting Lists	\$350.00
Total	\$23,565.00

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-6311
Fax: 207-667-4908
Email: awilson@ellsworthmaine.gov
Adam Wilson, Harbormaster



Tax Office

Regular Tasks:

- Disperse mail
- Process motor vehicle registrations and tax payments
- Answer questions about tax bills received by phone or in person
- Process daily Teller cashup in Trio and Munis
- Scan daily closeouts, teller closeouts, MV registrations and reports, and credit/debit card receipts
- Process BMV weekly report
- Process and send out Wasteworks (solid waste) monthly statements
- Process quit claim deeds and lien discharges as needed
- Accept Water & Sewer payments
- Import journals for Cash Receipting and Online Tax Payments
- Reviewed online payments for lien payoffs

Highlights for September 2023:

- Deana and Ginny attended Trio Webinar
- Deana attended MMA class in Orono re: tax liens
- Processed tax payments - 9/14/23 was Tax Day
- Tried to find new mailing addresses for tax bills returned to our office
- Processed FY23 Abatements and Supplements

Upcoming in October 2023:

- Process FY24 abatements & supplements
- Deana and Ginny attended Trio Webinar
- Sue attended MMA Convention

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667- 2563
Fax: 207-667-4908
Email: smclean@ellsworthmaine.gov
Sue McLean, Tax Collector



WASTEWATER DEPARTMENT

September/October Activities

- We are planning to put the High St pump station project out to bid in October with a start date of next spring.
- Water St Pump Station will be going on line the week of 10/16/2023
- We have had another employee leave so we are down 2 employees..
- We had Maine Rural Water come do leak detection on the broken underground water line and we were able to pin point the area of the leak and we will get a quote to fix it.
- The water St Pump station has an overflow during the storm on October 7th & 8th which was reported to the DEP.

Upcoming in October (Projects, Activities, Issues):

- Working Water St. pump station project and High Street pump station project.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-7315
Fax: 207-667-4908
Email: mharris@ellsworthmaine.gov
Michael Harris, Wastewater



WATERSHED STEWARD

Lake Watershed & Branch Lake Tasks

We monitored & managed Branch Lake Outlet dam gates, removed debris from the dam gate screens, removed rocks from the concrete deck of the dam, and recorded water levels in September. A most unusual situation for late summer weather; the lake was full at the beginning of September, with some dam gates open to keep lake levels low enough. As September dried out and we enjoyed warmer weather than usual, the lake dropped in level as is usual in June, and we closed the gates off. We intend in October to operate the dam and maintain lake levels via “normal” procedure that we have followed for the last twenty years or so – that is, drop the lake levels to one to one and one half feet lower than summer levels. This will be approximately 5.5 feet above the base of the dam (as noted on our dam gauge).



Our boat inspectors noted many (non-invasive) plant fragments in September, with many boats being removed prior to the arrival of Tropical Storm Lee. The high winds and waves associated with this storm ripped steel brackets from the State float system at Branch Lake. Fortunately, our courtesy boat inspector immediately sent notification of the floats heading toward the rocks, and the Lamoine State Park manager & staff rescued the float system before destruction. The State boating division crew then relaunched the floats after the storm for the convenience of the boating public.

We continued to perform water quality testing & sampling at Branch Lake Maine Department of Environmental Protection (ME DEP) station locations (deep holes); Branch Lake water clarity has improved from the effects of greater than usual runoff earlier this year, our Secchi Disc transparency (water clarity) readings have been higher lately than previously. Nutrient (phosphorus), and algae (chlorophyll) testing of Branch Lake water of the water continues.

An important effort to ensure that our surface waters throughout the City are the cleanest that they can be is to keep the watershed land from eroding into the water. This can be assisted by the application of erosion control mulch & seed to disturbed earth during and after road construction. Water department staff are protecting newly established road ditches & shoulders with conservation mix grass seed and hay mulch in above photo.

With the end of our boat inspection program for the season September 30, we will be performing maintenance on our infrastructure this fall, and starting our conserved land areas boundary clearing & maintenance through the winter. Water staff will be joining other city staff in Branch Lake Community Forest cleanup in October, and through the winter months as well.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2155
Fax: 207-667-4908
Email: jwedin@ellsworthmaine.gov
John Wedin, Watershed Steward

